



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

BUSINESS SERVICE ASSISTANT (SPECIALIST)

\$2,495 - \$3,819

BUSINESS MANAGEMENT BUREAU SACRAMENTO

Are you an individual seeking a challenging position, one that builds and compliments your current experience, and allows you to learn and grow? If you are, the Business Management Bureau (BMB) is seeking a motivated Business Service Assistant (Specialist) to join the talented team at our Sacramento location.

RESPONSIBILITIES: Under the close supervision of the Contracts & Procurement Manager (Staff Services Manager I), the incumbent performs technical and analytical business services work in the BMB in a variety of functions. May assist in the performance of the more difficult and complex assignments for the California Department of Insurance (CDI), including three headquarters and nine field offices statewide. The incumbent must express initiative in the coordination of various activities including, but not limited to handling transportation, purchasing, and support services activities.

DESIRABLE QUALIFICATIONS:

- General knowledge of all business services activities, communicate effectively, learn rapidly, follow directions, and work as part of a team.
- Flexibility, ability to work well under pressure with short deadlines, prioritize multiple tasks, and be organized.
- Maintain consistent and regular attendance to meet work commitments.
- Experience working as a Transportation Coordinator.
- Experience working with State purchase documents.
- Completion of the Department of General Services California Procurement and Contracting Academy (CalPCA).
- Experience in utilizing Microsoft Word, Access and Excel.

WHO MAY APPLY: Applications will be accepted from current State employees at the Business Service Assistant (Specialist) level, those within transfer range, or individuals who have list eligibility. Training and Development assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.**

APPLICATION PROCEDURE: Send a completed standard [State Application STD 678](#) to Tina

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300 Sacramento, CA 95814. **PLEASE INDICATE "Business Service Assistant, #413-193-4707-002" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3351 or email tina.brown@insurance.ca.gov.

FINAL FILING DATE: **December 13, 2013 – Close of Business (5:00 p.m.)**

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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